

Memorandum

To: Teale Data Center Customers

Date: June 21, 2002

From: Stephen P. Teale Data Center

Subject: Procurement Procedures

As you are aware, Executive Order D-55-02 directly impacts procurement services for California government agencies. The Executive Order creates a three-person panel to review the State's contracting and procurement procedures and develop new regulations within 90 days. In the interim, the Department of General Services (DGS) has issued Management Memo (MM) 02-12, and MM 02-12, Addendum #1, which restricts the use of the California Multiple Award Schedule (CMAS), Master Services Agreements and Non-Competitively Bid Contracts. MM 02-12 also requires additional approvals for procurements within specific categories.

The new interim guidelines will impact our procurement timeframes. In response, Teale has created interim procurement procedures appropriate to the DGS guidelines. We will continue to work diligently to minimize delays within the procurement process. Our interim procurement procedures identify the most efficient method for compliance with the guidelines and ensure appropriate levels of communication.

The following types of orders are impacted by the new guidelines:

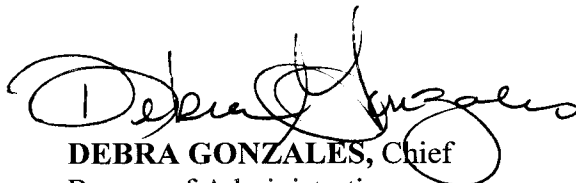
CMAS/MSA

Non-competitively bid

Competitively bid over \$100,000

As always, our goal is to provide timely, high quality service. To that end, we will continue to pursue process improvements as requirements change.

Please contact Patti Malensky, Manager, Procurement Services Branch, at (916) 464-4044 if you have questions.



DEBRA GONZALES, Chief
Bureau of Administration